

~~SECRET~~
~~CONFIDENTIAL~~

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NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED to: TS S
Auth: DDA Memo, 4 Apr 77
DDA REG. 77/1763
Date: 05/01/78 By: 010

ORIENTATION SCHEDULE FOR MR. H. GATES LLOYD
ASSISTANT DEPUTY DIRECTOR (ADMINISTRATION)

Conferences with [REDACTED], DD/I and DD/I Office Heads, Room 222, Administration Building.

LABOR DAY

Conference with [REDACTED], AD/Commo, Room 2030 "I" Building; familiarization with Commo activities.

✓ Conference with Mr. Baird, Director of Training, Room 11-A, Building [REDACTED]; familiarization with OTR capabilities, [REDACTED]

Conference with [REDACTED], AD/P, Room 217, Curie Hall; familiarization with Office of Personnel functions.

OPEN DATE

Conference with Colonel Edwards, Director of Security, Room 2058, "I" Building; familiarization with Security functions, including visit to [REDACTED]

Conference with Mr. Saunders, Comptroller, Room 1038, Alecott Hall; familiarization with Comptroller responsibilities.

Conference with [REDACTED], Chief, Management Staff; Room 137, Building [REDACTED]; familiarization with Management Staff activities, including visit to Records Center.

Conference with Dr. Tietjen, Chief, Medical, Room 119, Central Building; familiarization with Medical Office activities.

Conference with Mr. Houston, General Counsel, Room 317, South Building; familiarization with OGC activities.

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25X1A9a

2 - 3 September

25X1A9a 6 September

7 September

8 September

25X1A6a

25X1A9a 9 September

10 September

13 - 14 September

25X1A

15 - 16 September

17 September (morning only)
25X1A9a

17 September (afternoon only)

20 September (morning only)

25X1A6a
25X1A

25X1A6a

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25X1A9a

20 September (afternoon only)

Conference with [REDACTED], Chief, Project Administrative Planning Staff, Room 2111 "L" Building; familiarization with PAPS activities.

25X1A9a

21 September

Conference with [REDACTED], Auditor-in-Chief, Room 200, 2210 "E" Street; familiarization with his staff responsibilities.

22 - 23 September

Conference with Mr. Garrison, Chief, Logistics Office, Room 1C-50, Quarters "Eye"; familiarization with Logistics Office activities, including visit to [REDACTED] for inspection of Logistics and Commo facilities.

25X1A 25X1A9a

24 September

25X1A6a

Conference with [REDACTED], Emergency Planning Officer, Room 1047 "I" Building, including visit to [REDACTED] in conjunction with Commo.

25X1A9a

27 - 28 September

Conference with [REDACTED] Chief of Administration/ DD/P, including discussions relative to interrelationships of DD/A and DD/P activities.

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25X1A6d

LHM's

TRANSMITTAL SLIP		
<div> <div>EO 2578</div> <div>4 August 1954</div> <div>(Date)</div> </div>		
TO: Director of Training		
BUILDING	ROOM NO.	
	11-A	
REMARKS:		
<p>Passed to you for information as it pertains to your part in the orientation of Mr. H. Gates Lloyd, the new Assistant Deputy Director (Administration).</p> <p>MB</p>		
FROM:		
SA-DD/A		
BUILDING	ROOM NO.	EXTENSION
Admin.	225	738

25X1A9a

FORM NO. 36-8
SEP 1946

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